

# Referral Checklist

*Before sending a referral packet to EC, please verify that all the following information is included:*

- ☐ Summary of conferences with parents or documentation of attempts to conference with parents. (*Invitation notices, signatures on forms, etc.*)
- ☐ Review of existing data
  - ☐ Attendance (Attached to Tier I form)
  - ☐ Current Levels and/or Grades (Attached to Tier I form)
  - ☐ Standardized Test Scores (Attached to Tier I form)
- ☐ Hearing Screening (Tier I form)
- ☐ Vision Screening (Tier I form)
- ☐ Social Developmental History (*separate sheet labeled social developmental history*)
- ☐ Speech/Language Screening
- ☐ Interventions (Listed on all levels of the forms)
  - ☐ Minimum of two interventions per area of concern. If the student is referred for more than one content area, there must be two interventions for each content area.
  - ☐ Progress Monitoring in each area that an intervention is implemented.
  - ☐ Interventions contain an instructional component.
- ☐ Observations Across Settings (*separate sheets labeled observation*)
  - ☐ Minimum of two observations in different settings.  
Recommend that one observation take place during intervention implementation.

**Attached this checklist to the front of the folder.**